

Glossary  
SRC\_001  
Rev. #: 1  
Date: August 24, 2004  
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**Standard Operating Procedure  
Amending the NELAC Glossary**

**NELAC Standards Review Committee  
FINAL**

Reviewed by NELAC Standards Review Committee:

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Date

Reviewed by NELAC Board of Directors:

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Date

Approved by NELAC:

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August 24, 2004

Date



## **Introduction**

The National Environmental Laboratory Accreditation Conference (NELAC) Glossary (the Glossary) serves two important functions:

- 1) Defining operational terms that are integral to how NELAC functions; and
- 2) Defining technical terms that are necessary for consistent interpretation of the NELAC standards by accrediting authorities.

In order to be effective, the glossary must reflect relevant and current terminology. Therefore, procedures must be established to amend the glossary to include new concepts and terms, to modify existing terms, or to delete terms that are no longer used by NELAC or the NELAC standards. The mechanism by which the glossary is modified depends on the specific term and its use.

### **1.0 Document Tracking**

- 1.1 For document control and historical record, all revisions to the glossary will be officially published shortly after each annual meeting.
- 1.2 All changes (whether technical or operational) will be clearly indicated by strike-through/underline text in the revision in which the change occurs.
- 1.3 The purpose of each term must be clearly identified as “operational”, “technical” or “both”.
- 1.4 In addition, the source of the term (NELAC, ISO, etc.), the year of its inclusion in the NELAC Glossary, and the effective date for use must be associated with the definition.
- 1.5 All occurrences of technical terms will be indexed.

### **2.0 Editorial Changes**

- 2.1 Editorial changes (typographical errors, etc) may be made by the NELAC Executive Director with the concurrence of the NELAC Board of Directors (NELAC BoD or the Board).

### **3.0 Operational Terms**

- 3.1 Terms that are necessary for defining the NELAC operations and policies (e.g., NELAC, NELAC Board of Directors, the Standards Review Committee (SRC), etc.) do not require a formal vote by the NELAC membership for inclusion in the glossary.
- 3.2 Any NELAC committee, subcommittee or board may suggest changes or additions to the Glossary, but all modifications must be submitted to the NELAC BoD for consideration and approval.
- 3.3 Board decisions concerning new or amended operational terms will be posted on the NELAC website for review and comment.
- 3.4 Any objection by a NELAC member to the new or amended definition must be made in writing to the NELAC BoD within 60 days of the posting. The objection must be accompanied by a reason for the objective, and should include alternative language.



- 3.4.1 The objection shall be reviewed by the board, and if found to be persuasive, the term and the proposed definition will be proposed for a vote at the next NELAC annual conference.
  - 3.4.2 If the objection is found to be non-persuasive, the NELAC member may appeal the NELAC BoD finding to the SRC.
- 3.5 The effective date for operational terms will be the date of approval by the NELAC BoD (or NELAC membership vote) and will be included in the next revision of the NELAC Glossary.

#### **4.0 Technical Terms**

- 4.1 All technical terms, whether new or modified, are subject to approval by the NELAC voting membership upon recommendation of the NELAC SRC.
- 4.2 Any Standards Development Organization (SDO), NELAC member, committee or board may suggest modifications to existing terms to clarify the intent or meaning of the term to the NELAC SRC. The proposed change cannot change the intent or use of the term. If the SRC determines that the proposal substantially modifies the term, the modification will be rejected. A rejected proposal may be submitted as a proposed new standard or glossary term through appropriate channels.
- 4.3 If the SRC receives a standard for consideration, and determines that the use of terminology in the proposed standard is not consistent with the definitions in the NELAC Glossary, the inconsistency must be resolved.
  - 4.3.1 The Standards Development Organization (SDO) resubmits the standard using terminology that is consistent with the NELAC Glossary.
  - 4.3.2 The SDO provides justification for not using terms as defined in the NELAC Glossary. This justification must be considered as a part of the proposed submittal. If the SRC and the NELAC voting membership accept the justification for differing terminology, then the NELAC Glossary and the standard must clearly reflect the difference in the use of terms.
- 4.4 The effective date of any modification shall be two years from the date of approval by NELAC, unless otherwise identified during the voting process.

#### **5.0 Quality Control**

- 5.1 The Glossary subcommittee shall periodically review the Glossary sources to determine whether the reference is applicable.
- 5.2 The NELAC Board of Directors and the NELAP Director will assess the performance of the SRC review process each year.